



MEMORANDUM

Date: July 29, 2005

To: Departmental Bilingual Services Coordinators

From: State Personnel Board – Bilingual Services Program

Subject: BSP MEMORANDUM 05-06 2005-06 LANGUAGE SURVEY ON-LINE SYSTEM

This memorandum is to provide updated information regarding the on-line automated survey data system. The Bilingual Services Program (BSP) is in the process of implementing minor modifications to the automated system for the 2005-06 Language Survey. Therefore, we ask that you please **do not enter** any survey contacts or staffing information data until the BSP has finalized these changes. This will prevent any loss of data entered from the Forms D and E. In the interim, you may continue to do the following:

- a. Establish new login accounts.
- b. Define language survey dates, groups, and reporting units.

We apologize for any inconvenience, and will notify you, as soon you the language survey on-line system has been modified. If you are ready to enter actual survey data or have any questions, please contact your bilingual services analyst for assistance, or the BSP Unit at (916) 651-9017 / TTY at (916) 651-8782.